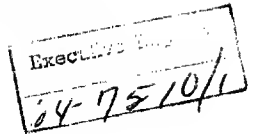


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64-0886



10 Nov '64

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Coordination of Actions Required to Reduce
On-Duty Strength during FY 1965REFERENCE : A. Memorandum for Executive Director-
Comptroller from D/Personnel,
Subject: Coordination of Actions
Required to Reduce On-Duty Strength
During FY 1965, 28 October 1964
(attached)B. Action Memorandum A-417, same
subject, 26 August 1964

1. The attached report (Reference A) was submitted in response to the reporting requirement which you established in Action Memorandum A-417.

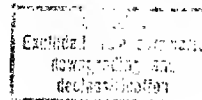
2. A review of the attached papers indicates that, with respect to reducing on-duty strength, there has been some action in planning but little or no progress in reduction.

a. The Director of Personnel reports significant achievements in all Directorates "to equate component staffing complements to new ceilings." Such action was taking place even within the Plans Directorate while that Directorate was proposing delays in reducing to ceiling levels. Revisions to staffing complements will be completed before the end of the fiscal year.

b. The Science and Technology Directorate reports no problem in adjusting its components' strengths to ceiling. This obviously is because they are in an expansion situation.

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c. Although eight of the nine components in the Intelligence Directorate face current overages, a concentrated effort on an Agency-wide basis by the Director of Personnel should eliminate all overages by the fiscal year's end.

d. The Support Directorate has plans for eliminating its overages on time.

e. The plans of the Plans Directorate for eliminating its overages are, of course, not yet formulated. The overages are significant.

3. Once a component's personnel strength is reduced to ceiling, the Director of Personnel's automatic controls will maintain that situation if they have the backing of the Director's office.

4. Also attached hereto are memoranda for your signature which direct changes in the reporting procedure and which call for a continuing aggressive program of personnel economy.


John M. Clarke
Director of Budget,
Program Analysis and
Manpower

Attachments

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